

North Fork Rancheria Indian Housing Authority  
57907 Old Mill Site Court  
North Fork, CA 93643  
(559) 877-7360

Board of Commissioners Meeting Minutes  
Zoom Meeting  
April 8, 2020  
5:00 pm

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Commissioners Present

Thomas Galt  
Bobby Hale  
Christopher Aguirre  
Shannon Wentworth  
Elaine Fink  
Katrina Guitierrez  
Jacquie Van Huss  
Richie Cline

Commissioners Absent

Staff

Paul Irwin  
Debra Kerns Barba  
Bernice Polkenhorn

Guests

Maryann McGovran (entered @ 5:59)

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A. **CALL TO ORDER:**

Thomas Galt called the meeting to order at 5:05 pm.

B. **ROLL CALL AND QUORUM DETERMINATION:**

Roll was called and it was determined that a quorum was present.

C. **APPROVAL OF AGENDA:**

Richie Cline motioned to approve the agenda, Bobby Hale seconded, and the motion carried 8/0/0.

D. **APPROVAL OF MINUTES 3/25/2020:**

Katrina Guitierrez motioned to approve the 3/25/20 meeting minutes, Christopher Aguirre seconded, and the motion carried 7/0/1. Richie Cline abstained.

E. **REPORTS:**

(1) **Director:**

i. **2017 ICDBG – Sierra Mono Museum:**

The director previously reported that NFRIHA had passed all final inspections and received a certificate of occupancy. He further reported that the crew repainted the exterior block again due to the CMU block absorbing the prior coats. The security grille previously discussed is also scheduled to be installed

on Friday April 17<sup>th</sup>. Once the final bills come through the director will submit a final closeout report.

ii. **2018 ICDBG – Cultural and Environmental Protection Center:**

The director reported that architectural design is continuing to move forward on the future Cultural and Environmental Protection Center. The director previously reported that following a second design meeting on 3/10/20, that a revised floor plan was issued on 3/18/20. Comments were gathered and issued back on 3/27/20. 100% schematic design was issued on 4/3/20, and comments were issued back on 4/7/20. Final schematic design revisions are anticipated by 4/10/20 for approval to proceed with construction documents.

iii. **2019 IHBG Competitive Funding - Infrastructure:**

The director reported that engineering is progressing and there has been correspondence with Travois regarding final grading and drainage around the homes. The engineers are moving forward with geotechnical and have redesigned the turn radius along the main entry road prior to the water tank. The engineers have also secured a consultant to complete the necessary electrical distribution design which will push bidding out to July. We have been coordinating the timeline with Travois, and will need to move toward with construction as soon as possible assuming a LIHTC award and the need to start vertical construction by next June.

iv. **Low-Income Housing Tax Credits (LIHTC):**

The director reported that calls have been held with Travois on 3/23/20 and 4/1/20. Travois is recommending we move forward and authorize the next phase of architectural design in preparation of an award. The director discussed with the BOC and has submitted questions to Travois regarding the proposed final design fee. The recommendation is a result of the investor requiring an executed construction contract in order to execute the Limited Partnership Agreement and Close, so design, bidding, and a construction contract would need to occur 180 days from a tax credit award.

v. **32886 Road 222, North Fork, CA 93643:**

The director reported that the crew has been making progress with the interior framing and the plumbing. Tubs have been installed in the bathrooms. Rough sewer plumbing is complete and we plan to test and call for inspection, then we will move forward with interior pex plumbing. Windows are scheduled for install on 4/20/20.

vi. **HUD On-Site Monitoring:**

The U.S. Department of Housing and Urban Development (HUD) provided notice on 3/31/20 that the planned on-site monitoring scheduled for the week of May 11<sup>th</sup> has been suspended. It was stated that those scheduled for fiscal year 2020 may or may not be rescheduled in fiscal year 2021.

vii. **CARES Act Funding:**

The director reported that 300 million was allocated to the US Department of Housing and Urban Development (HUD) Native American Programs under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), this

included 200 million for the IHBG Program and 100 million for the ICDBG Program. The 200 million in IHBG is to be released under the existing formula calculation and on 4/3/20 we received notification that we would be allocated \$315,210. Staff is awaiting future guidance on the release and use of funds, and is brainstorming proposed uses.

**viii. Playground:**

Upon recommendation and approval of the BOC the playground was closed on 4/2/20, and temporary fencing was installed around the perimeter for it to be locked.

**(2) Chairperson:**

**(3) Other:**

**i. Financials:**

Staff provided financials as of 4/1/20.

**ii. Monthly Report:**

Staff provided the monthly report for March.

**iii. Maintenance Report:**

Staff provided the monthly maintenance report for March.

**F. NEW BUSINESS:**

**G. OLD BUSINESS:**

**H. EXECUTIVE SESSION:**

Richie Cline motioned to go into executive session at 5:25 pm, Bobby Hale seconded, and the motion carried 8/0/0.

**(1) XXL1015:**

The director reported on the request to add a household occupant. Consensus of BOC to approve.

**(2) XXG1107:**

The director reported on low-income emergency rental assistance.

**(3) XXC0410:**

The director reported down payment assistance approved via email by the BOC.

**(4) Policies:**

The director reported that due COVID-19 and other ongoing projects that we will need to postpone the meeting for Saturday, April 25<sup>th</sup>. The director also discussed the potential of consulting for assistance with policy development.

**(5) Personnel:**

The director provided an update on staff.

(6) **COVID-19:**

i. **Rental Units:**

Discussion held regarding rents, staff previously provided notice and will continue to contact those who have yet to pay April rent, and determine if income verification and rent adjustment is necessary due to COVID-19. Staff will work those affected and awaiting income documentation. Consensus of the BOC to charge late fees to those who have not reported or had a loss of income.

ii. **Assistance Programs:**

Discussion held regarding additional IHBG funds to be received under the CARES Act. Staff reported that questions have been submitted to HUD, but that HUD has not released guidance on how the funds could be used and when they are anticipated to be received. The director reported that he would email out the current facts and questions (FAQ) document that HUD has posted. Further discussion and program development to occur once HUD releases guidance.

Richie Cline motioned to come out of executive session at 6:03pm, Bobby Hale seconded, the motion carried 8/0/0.

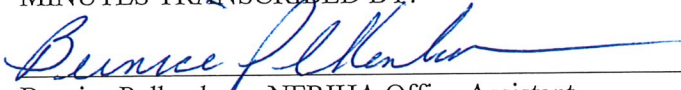
I. **NEXT MEETING:**

April 22, 2020 at 5:00 pm via Zoom Meeting.

J. **ADJOURNMENT:**

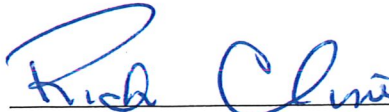
Bobby Hale motioned to adjourn at 6:04 pm, Elaine Fink seconded, and the motion carried 8/0/0.

MINUTES TRANSCRIBED BY:

  
Bernice Polkenhorn, NFRIHA Office Assistant

**COMMISSIONER APPROVAL**

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 22<sup>nd</sup> day of April 2020 at which a legal quorum was present, these minutes were approved as written by a vote of 8 for, 0 against, and 0 abstaining.

  
Commissioner

4-22-2020  
Date

  
Commissioner

4/22/2020  
Date